

MPR 1130.2

REVISION A

EFFECTIVE DATE: October 7, 2004

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MARSHALL PROCEDURAL REQUIREMENTS

CD01

MSFC ANNUAL REPORT PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/20/00	This document details the process for developing the Annual Report at the MSFC.
Revision	A	10/7/2004	Changed "MPG" to "MPR" and "Marshall Procedures and Guidelines" to "Marshall Procedural Requirements" throughout document; Revised text in sections 2, 3, and 4 to use "shall" to state requirements; Updated font; Changed "Enterprise(s)" to "Mission Directorate(s)"; Eliminated discussion of financial data

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PREFACE

P.1 PURPOSE

This Marshall Procedural Requirements (MPR) formulates a Centerwide process for developing the Center's Annual Report consistent with Agency directives and guidelines.

P.2 APPLICABILITY

This MPR defines the process to be used in developing the Center's Annual Report document that serves as a performance review of the Center's success in meeting performance goals for the fiscal year.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. NPD 1000.1, "NASA Strategic Plan"
- b. NPR 1000.2, "NASA Strategic Management Handbook"
- c. NASA Mission Directorate Plans
- d. "NASA Performance Plan"

P.5 REFERENCES

- a. "National Aeronautics and Space Act of 1958," as amended, and related legislation including the "Commercial Space Act of 1998"
- b. "National Space Transportation Policy"
- c. "National Space Policy"
- d. "Government Performance and Results Act of 1993"

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P.6 CANCELLATION

MPG 1130.2 dated March 20, 2000

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Annual Report. Document that describes the level of performance achieved as compared to goal and metric targets. At the MSFC it is delineated in the form of an annual report.

1.2 Government Performance and Results Act (GPRA) of 1993. Requires Federal agencies to develop strategic plans, prepare annual plans setting performance goals, and report annually on actual program performance.

1.3 MSFC Implementation Plan. Center document that delineates the short-term (annual) goals, objectives, and metrics of MSFC in accordance with NASA Headquarters strategic guidance.

1.4 MSFC Senior Management. MSFC Senior Staff responsible for program direction and execution.

1.5 NASA Mission Directorate Plans. Defines the unique goals, objectives, and strategies that address the requirements of their respective primary external customers.

1.6 NASA Performance Plan. Defines the annual performance criteria for the Agency.

1.7 NASA Strategic Plan. Defines the Agency's vision and mission, and provides the fundamental questions of science and research that explain the reason for why we exist and the foundation of our goals.

2. RESPONSIBILITIES

2.1 Directorates and Staff Offices shall be responsible for the generation of data to support the implementation planning and annual report activities. They also shall be responsible for the execution of programs/projects in accordance with NASA and MSFC guidance and for the associated performance monitoring.

2.2 The Internal Relations and Communications Department (IRCD) shall be responsible for the facilitation and coordination of the various Directorate and Staff Office performance data inputs into a Centerwide Fiscal Year Annual Report. The IRCD shall also provide Center personnel with updated strategic guidance as appropriate.

2.3 MSFC Senior Management shall review and approve Center strategic-related documents including the MSFC Annual Report. The IRCD shall distribute draft documents Centerwide for review and comment. Any resultant issues shall be worked through the IRCD to the appropriate Directorate or Staff Office for compliance.

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3. PROCEDURE

NASA's Strategic Management Handbook describes the strategic management process in three steps: Strategic Planning, Performance and Implementation Planning, and Performance Evaluation. Recognizing the Center's role and the need to align Marshall activities with the overall strategic thrust of the Agency, Marshall shall implement strategic planning with a process which includes Implementation Planning, Execution, and Performance Evaluation.

Implementation Planning shall be accomplished in accordance with MPR 1130.1, "MSFC Implementation Planning Process." Program/Project Execution shall be accomplished in accordance with MPR 7120.1, "Program/Project Planning," MWI 7120.4, "Documentation Preparation, Programs/Projects," NPR 7120.5, "Program and Project Management Processes and Requirements," and any other directives established to govern the execution of MSFC Programs/Projects. This document details the process for the development of the MSFC Fiscal Year Annual Report.

3.1 Performance Evaluation.

3.1.1 Review and Assessment. Directorates and Staff Offices shall periodically assess performance against established implementation criteria (fiscal year metrics as defined in the associated fiscal year Implementation Plan) which serve as performance indicators in determining the success of the Center in accomplishing its mission. On an annual basis (following the end of the fiscal year), the evaluation data shall be compiled for Center submission. The evaluation is a review of the success in meeting performance goals for the fiscal year. It explains and describes how performance goals have been met or where and why performance goals have not been met. If a goal has not been met, the evaluation shall detail the plans and schedules for achieving the established goal, or explain whether or not a determination is made that the goal is impractical or infeasible.

3.1.2 Implementation Impact Evaluation. Based on these reviews, adjustments shall be made to the next fiscal year Implementation Plan as appropriate to enable goal/metric attainment. If the annual assessment details unattained metrics, the plans for achieving the goal/metric shall be addressed in the following fiscal year implementation planning activity.

3.1.3 Annual Assessment. Performance plans, project performance, and any assessment of the strategic management process shall be formulated for input to the next fiscal year cycle of the strategic management process.

3.1.4 Prepare Draft Annual Report. The Internal Relations and Communications Department shall compile the Center data into a comprehensive draft MSFC Annual Report for distribution to Senior Staff for review and approval. If the draft plan is rejected for any reason, the IRCD shall work the issues through the appropriate Directorate or Staff Office to the satisfaction of Senior Management.

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3.1.5 Annual Report Publication. Upon review and approval by the Senior Staff, the IRCD shall coordinate with the graphics support contractor to facilitate the preparation of a comprehensive MSFC Annual Report for distribution which includes performance data.

3.1.6 Distribution. Upon completion of the publication process, the document shall be placed on-line (on the MSFC Homepage and Inside Marshall web sites) and a print order shall be issued for hardcopies of the document. When the order is received, the IRCD shall ensure delivery to all appropriate NASA Field Center and Headquarters personnel and other interested parties.

4. RECORDS

The Marshall Space Flight Center Fiscal Year Annual Report shall be dispositioned in accordance with MPR 1440.2, "MSFC Records Management Program." This product shall serve as the documented record of this MPG process and shall be maintained by the CD40 document custodian.

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5. FLOW DIAGRAM

